

Photo Guidelines for RSD Badge Creation

- File specifications:
 - JPEG
 - File name: LName_FName_yyyymmdd (e.g. Doe_John_20220819), with the date representing the date the photo was taken
- Photo specifications:
 - Recent, color photo (last 6 months)
 - Clear, with good resolution (*no blurring or small/low-resolution images, no filters*)
 - Taken in front of a plain, solid-colored background with sufficient, bright lighting (*no background lines such as door panels, brick mortar, wall separations, or tree branches*)
 - Taken in full-face view directly facing the camera, with clear view of head and shoulders
 - *Face should be straight-on; head not tilted*
 - *Photo shoulder-width or wider, with space above head and space below head to mid-torso*
 - Neutral facial expression or smile, with both eyes open
 - No hand gestures or arms/hands in photo
 - No above-head or glamor shots
 - No hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose (*this includes sunglasses on top of the head, which should be removed*)
 - No headphones, wireless hands-free devices, or similar items
 - Regularly worn prescription glasses, hearing devices or similar articles are OK, but dark/tinted glasses should be avoided unless needed for medical reasons, and photo should be taken to avoid glare (slight downward tilt of glasses, removing glasses, turning off the flash)

SAMPLE:

Acceptable:



Unacceptable:



Blurry



Non-solid background



Tilted head